How Do I View an Employee’s Absence Request History?

Navigation

1. Log into OneUSG HCM.
2. If the Manager Self Service page is not displayed, click on the blue NavBar and select Manager Self Service from the drop down listing.
3. On the Manager Self Service page, click the Team Time tile.
4. On the Team Time page, click View Requests in the menu listing.

Select a Team to View (For Managers with Multiple Teams)

5. The View Requests page displays team information related to your “default” manager position. If you have multiple teams assigned to you and desire to view a different team, click the Job field and select the appropriate job title from the listing. NOTE: In this context, your “default” manager position is based on an alphabetical sort (A to Z) of all job titles assigned to you.

Select an As of Date (Optional)

6. On the View Requests page, click the Expand icon associated with the Search Options section.
7. Click the Choose a date (Calendar) icon and select an As of Date for the selection of assigned team members.
8. Click the Search button to update the display of assigned team members.

Select an Employee to Review

9. On the View Requests page, click the name of an employee in the listing.

Select Absence Transactions to Review

10. By default, the View Request page displays a listing of all pending transactions for the selected team member. To customize the employee’s
listing of absence request history, click the Filter icon displayed in the header of the View Requests page.

11. Click the Choose a date (Calendar) icon and select the Begin Date for the search.

12. Click the Choose a date (Calendar) icon and select the End Date for the search.

13. If desired, click the Absence Type field and select a value from the listing.

14. If desired, click the Status field and select a value from the listing.

15. Click the Done button to execute the search; click the Cancel button to abort the search process; click the Reset button to clear your entries and start over.

**Review the Employee’s Absence Request History**

16. Review the status, absence type, date and duration for absence requests displayed in the listing.

**Review the Details of an Absence Request**

17. Click the Absence Name link associated with a request in the search results listing displayed on the View Requests page.

18. On the Details page, review the request and balance information.

19. Click the < View Requests button at the top left of the NavBar to return to the search result listing.

**Complete the Task/Sign Out of Application**

20. If finished working in the system, sign out of the application by clicking the Action List icon on the NavBar.

21. Click the Sign Out option in the listing.